

CITY OF MANCHESTER

**HUMAN RESOURCES DEPARTMENT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101-1932
TEL. 603-624-6543 (VOICE/TTY)
FAX. 603-628-6065
WEBSITE: www.ManchesterNH.gov**



SECURITY OFFICER (PART-TIME)

(Announcement No. R-004-07)

Grade 12

Starting Salary: \$12.68/hr – pro-rated benefits, no medical
Approximately 25 hours per week. Days, nights and
weekends required

THE JOB:

Performs all necessary services to ensure the security, safety, and protection of employees, customers, and assets of the City against injury, loss or damage. Patrols all assigned areas and monitors activities to identify and resolve violations; responds to calls and/or complaints from employees and customers, documents statements, identifies unsafe or unlawful conditions. Performs related duties.

MINIMUM

QUALIFICATIONS:

High School or GED. Experience in law enforcement, military security or similar background is desirable. This is a highly visible position. Candidates must have good public relations skills, ability to spend long periods of time walking and standing. No criminal record. Must be able to pass a background check. Ability to speak Spanish helpful.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.

APPLICATION

PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OFFICE HOURS:

Monday through Friday, 8:00 AM to 5:00 PM

OPENING DATE:

Weds., Jan. 3, 2007 **CLOSING DATE:** 1/17/07 or until filled

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****